TO: State Directors of Adult Education

FROM: Mike Dean
                Leader, Accountability Team

SUBJECT: Submission of Annual Performance Reports

DATE: October 1, 2010

IMPORTANT ANNOUNCEMENT

This e-mail provides information regarding the annual reporting requirements for the adult education State-administered formula grant program. The required reports include the:

1. annual statistical (performance) report,
2. annual financial status reports (initial and final, including EL/Civics),
3. annual narrative report, and
4. annual data quality checklist (with improvement plan, if needed).

Please remember that the state assessment policy must be submitted for review and approval at the time a State submits its annual statistical report. All reports are due on or before December 31, 2010. Under CFR 80.40 (b) (1) and CFR 80.41 (a) (7) the U.S. Department of Education may extend the due date upon receipt of a justified request from a state. However, to be considered eligible for the federal incentive award program, the annual statistical (performance) report and the data quality checklist must be submitted on or before December 31, 2010. Be advised that December 31, 2010, is on Friday and that it is a federal holiday.

Annual Statistical (Performance) Report (Due Date: December 31, 2010)

The annual statistical (performance) report includes 17 tables; numbered 1-14, plus 4B, 4C, and 5A (4A is no longer activated). Please remember, **Tables 1, 2, 3, 4, 4B, 5, 6, 7, 10, and 14 are required**. Tables **4C** and **5A** are required only for states conducting distance education programs.   The URL is
http://wdcrobcolp01.ed.gov/CFAPPS/OVAE/NRS/

**Note: Table 1 and Table 2 both include a column labeled "Two or more races". .
Although this new column has been added to the online report screens, this data is not
required until December 31, 2011. Do not insert data into this column.**

If you have questions about the follow-up schedule for the employment related goals in Table 5, see
http://www.nrsweb.org/NRSwork/RetainedEmploymentInfo.aspx and the linked reporting chart.

The NRS Web-based reporting system has the capability to accept uploaded data files in the standard comma separated values (csv) or comma delimited ASCII file format. You also may key your data into the tables. Please double check to confirm that you are entering your data in the correct year – 2009 (July 1, 2009 – June 30, 2010).

34CFR462.40 (b) requires each state to submit its assessment policy for review and approval at the time the statistical report is submitted. Please send this electronically to Bill Bivens (william.bivens@ed.gov) and to your area coordinator.

Annual Financial Status Reports (Due Date: December 31, 2010)

The NRS Web-based reporting system includes tables for reporting your fiscal year 2008 final (July 1, 2008 - September 30, 2010) and fiscal year 2009 initial (July 1, 2009 - September 30, 2010) State-administered adult education Financial Status Reports (FSR's). **The online FSR input tables are available by selecting the financial section on the opening menu.**

You are responsible for submitting the following FSR's:

1) **A final report for the period from July 1, 2008, through September 30, 2010, for your total allocation (including EL/Civics);**
   (You must select "**2008" (July 1, 2008 – September 30, 2010)** from the drop-down list and hit the "go" button to continue. You must select "**FSR2**" to input your final total-allocation expenditures for the 27 month obligation period of the grant.)

2) **A final report for the period from July 1, 2008, through September 30, 2010, for your EL/Civics allocation <u>only</u>;**
   (Because this is a FY 08 final EL/Civics report, be sure that you are using the correct reporting period **"2008" (July 1, 2008 – September 30, 2010)**. You must select **"FSR4"** to input your final EL Civics expenditures for the 27 month period of the grant.)

3) **An initial report for the period from July 1, 2009, through September 30, 2010, for your total allocation (including EL/Civics);**
   (You must select the appropriate reporting period from the drop down list. You must select **"2009" (July 1, 2009 – September 30, 2011)** and hit the "go" button to continue. At this point you must select **"FSR1"** to input your initial total-allocation expenditures.)

4) **An initial report for the period from July 1, 2009, through September 30, 2010, for your EL/Civics allocation <u>only</u>.**
   (Because this is a FY 09 initial EL/Civics report, please be sure that you are using the correct reporting period "**2009" (July 1, 2009 – September 30, 2011)**. At this point, you must select **"FSR3"** to input your initial EL Civics expenditures.)

Program income generated and expended by local grantees must be reported on the FSR. The program income is to be reported in "row 10c" of the FSR. The amount reported in row 10c is **<u>not</u>** to be included in any of the "vertical" totals in columns a-f. The amount included in row 10c should be added horizontally across the row and the total included in row 10c of column f.

Help for completing the online FSR can be found by selecting the "Help & FAQ" tab in the NRS web-based reporting system. This will bring you to the online NRS Users Guide. Guidance for completing the FSR's can be found in sections 5 and 6 of the Guide. Go to http://wdcrobcolp01.ed.gov/CFAPPS/OVAE/NRS/help_files/StateAdminUserGuide.pdf.

In addition to the online submission of the FSR's**, paper copies with original signatures must be submitted by December 31, 2010. Print out a copy of each FSR for signature and mailing.** Send the signed copies to Mike Dean or Bill Bivens at the following address:

> Division of Adult Education and Literacy
> U.S. Department of Education
> 400 Maryland Avenue, SW, Room 11159 PCP
> Washington DC 20202-7240

FSR's delivered by FedEx, UPS, or other service will be accepted based on the date shipped. Our mail continues to be rerouted by the U.S. Postal Service so that it can be irradiated. Therefore, if you send the FSR's through the regular postal service you should consider the additional time it may take for this office to receive them.

Annual Narrative Report (Due Date: December 31, 2010)

The annual narrative report is to be uploaded into the Web-based reporting system. The system will accept Microsoft Word 2000/2003 DOC and Adobe PDF files. (Word files are smaller and easily edited, but PDFs may be safer for embedded objects like graphs.) See sections 7 and 8 of the online Help for basic guidance and Appendix D for tips on converting Word documents to PDF. In the event of an Internet or system failure the report may be submitted by electronic mail to william.bivens@ed.gov with a courtesy copy (cc) to mike.dean@ed.gov. Please send files compatible with Microsoft Word 2000/2003. We recommend that you browse for the path and file name to avoid typing errors. Descriptive information for completing this report follows.

<div align="center">Descriptive Information for the Narrative Report</div>

Maximum number of pages is 10. The database will **not** accept more than 10 pages. The report title and the file name should be should be **"[State Name] Narrative Report 2009-2010"**. For example, Virginia's name would be "Virginia Narrative Report2009-10".

Use the following outline in preparing the Annual Performance Report narrative:

- Describe successful activities, programs, and projects supported with State Leadership funds and describe the extent to which these activities, programs, and projects were successful in implementing the goals of the State Plan.

- Describe any significant findings from the eligible agency's evaluation of the effectiveness of the adult education and literacy activities based on the core indicators of performance.

- Describe how the eligible agency has supported the integration of activities sponsored under Title II with other adult education, career development, and employment and training activities. Include a description of how the eligible agency is being represented on the Local Workforce Investment Boards, adult education's involvement on the State Workforce Investment Board, the provision of core, and other services through the one-stop system and an estimate of the Title II funds being used to support activities and services through the one-stop delivery system.

- Describe successful activities and services supported with EL/Civics funds, including the number of programs receiving EL/Civics grants and an estimate of the number of adult learners served.

Annual Data Quality Checklist & Improvement Plan (Due Date: December 31, 2010)

The NRS online reporting system includes the annual Data Quality Checklist and Improvement Plan at the same URL as the narrative, financial and statistical reports. The fourth choice on the main menu at http://wdcrobcolp01.ed.gov/CFAPPS/OVAE/NRS/ is now "Complete the NRS State Data Quality Checklist." *The same user identification and password are used for all NRS online reporting.* See Chapter IV and Appendix B in the *Implementation Guidelines* dated March 2010 for instructions for the checklist and plan for data quality improvement. All States are required to meet or exceed the Superior Quality standard or complete an improvement plan.

OVAE NRS Data Entry Tips

Complete all tables in order, e.g., complete Table 1 before Table 2, Table 2 before Table 3, Table 4 before Table 4B, etc. **This will ensure that you will be warned if values are inconsistent between tables. Certain inconsistencies will prevent you from submitting tables for approval.** Do not make any entries into Table 4A, which continues only for historical purposes; but Table 4B is required.

Only one person at a time per state should be entering data and that person should use only one web browser window. **Multiple users (or browser sessions) may allow one set of data to overwrite and replace another set.**

The online HELP facility is a version of the Users' Manuals for the statistical, financial, and narrative sections. Click on the "Help & FAQs" tab at the top right on the screen to access this information.

TECHNICAL NOTE: The online NRS database interface has been tested with Microsoft Internet Explorer v. 6+, Mozilla Firefox v. 1+, Netscape v. 6+, Safari v. 1+, and Opera v. 9+ and works best with Java Script enabled. A browser privacy setting above medium-high may prevent you from accessing the database.

Contact Information

If you have questions or need any assistance as you complete your reports, please do not hesitate to contact the following system administrators. If they cannot directly assist you they will relay your issue to the resource people who can respond:

Bill Bivens – (202) 245-7644
E-mail: william.bivens@ed.gov

Jay LeMaster – (202) 245-6218
E-mail: john.lemaster@ed.gov

Mike Dean – (202) 245-7828
E-mail: mike.dean@ed.gov